

**ENGINEERING AND RELATED SERVICES  
NOVEMBER 30, 2012**

**CONTRACT NO. 4400003370  
RETAINER CONTRACT FOR  
STATEWIDE TRAFFIC COUNTS  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**Project Manager** – Ms. Tanya Bankston

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will perform engineering and related services for statewide projects covered by a Retainer Contract under separate Task Orders. **The majority of the work will be located in Districts 02, 61 and 62.** The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

**SCOPE OF SERVICES**

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO), under this Retainer Contract:

General Notes

- 1) Traffic counts shall not be conducted during holidays or other abnormal traffic conditions. School traffic factors into the count data; therefore, the counts shall take place when school is in session.
- 2) Volume counts shall be taken on the same week. Permission may be granted by the Project Manager to take counts not within the same week.

- 3) It is the responsibility of the Consultant to check local school schedules and holidays. Payment will not be approved if counts are taken during holidays or when schools are out without written permission of the Project Manager.

#### Compatible File Formats and Method of File Transmission

- 1) The Consultant must utilize a raw traffic data file format that has been certified as compatible with the version of Transmetric Traffic Server operated by the DOTD. The DOTD may require the Consultant use the Windows-based "Uplink" software program to transmit raw traffic data files to the DOTD. The data file format certification process and Uplink software is provided by Transmetric to the Consultant free of charge.

#### 7-day, 24-hour Counts (Non-Interstate) (\$/approach)

- 1) A 7-day, 24-hour traffic volume count session shall be conducted on all approaches to the intersection and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 7-day, 24-hour vehicle classification monitoring session shall be conducted in both directions on the highest volume approach to the intersection, collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the percent of each vehicle type as defined by FHWA.

#### 7-day, 24-hour Counts (Interstate) (4 or 6 lanes) (\$/location)

- 1) A 7-day, 24-hour traffic volume count session shall be conducted at the specified location and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 7-day, 24-hour vehicle classification monitoring session shall be collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the percent of each vehicle type as defined by FHWA.

#### 24-Hour Traffic Counts (\$/approach)

- 1) A 24-hour traffic volume count session shall be conducted on all approaches to the intersection and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 24-hour vehicle classification monitoring session shall be conducted in both directions on the highest volume approach to the intersection, collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the percent of each vehicle type as defined by FHWA.

#### 48-Hour Traffic Counts (\$/approach)

- 1) A 48-hour traffic volume count session shall be conducted on all approaches to the intersection and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 48-hour vehicle classification monitoring session shall be conducted in both directions on the highest volume approach to the intersection, collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the percent of each vehicle type as defined by FHWA.

#### Turning Movement Counts (Peak Hour Counts) (1 or 2 Technicians) (\$/intersection)

- 1) Turning movement count sessions up to 8 hours shall cover the morning, the midday, and the evening peak hours such that each session includes a 45 minute period minimum either side of the anticipated peak hour. The peak hours are determined by the LADOTD and are provided to the Consultant. All turning movement counts for an intersection shall take place on the same day.
- 2) The peak am, peak pm, and peak lunch turning movement count sessions shall be conducted during the work week on Tuesday, Wednesday and/or Thursday.
- 3) During each 15 minute period of the turning movement count the queue shall be estimated in feet. The queue is a line of vehicles, bicycles, or persons waiting to be served by a phase in which the flow rate from the front of the queue determines the average speed within the queue. Slow moving vehicles or people joining the rear of the queue are usually considered part of the queue. The internal queue dynamics can involve starts and stops. A faster-moving line of vehicles is often referred to as a moving queue or a platoon.
- 4) The data shall be reported in 15 minute intervals.
- 5) The turning movement count data shall include pedestrians.
- 6) The turning movement count data shall separate passenger vehicles, school buses and commercial vehicles. Turning Movement Counts shall include percentage of vehicle type as defined by FHWA.
- 7) An electronic copy of all of the count data shall be submitted in Excel format.
- 8) The manual count diagrams showing all vehicle movements entering the intersection and their direction in 15-minute intervals. The traffic shall be separated into passenger vehicles, school buses, pedestrians, and commercial vehicles.
- 9) The summary of the manual counts for all vehicle movements in 15 minute intervals which include the peak hour factor and a diagram of the sum of the peak hour traffic along with the turning movements and the queue lengths (ft).

#### Turning Movement Counts (Non-Peak Hour Counts) (1 or 2 Technicians) (\$/2-hour session)

- 1) Depending upon the 7-day, 24-hour counts, other days and/or times may need to be counted and these turning movement counts could be taken on any day other than Tuesday, Wednesday, and Thursday for up to 2 hours.

- 2) All turning movement counts for an intersection shall take place on the same day.
- 3) During each 15 minute period of the turning movement count the queue shall be estimated in feet. The queue is a line of vehicles, bicycles, or persons waiting to be served by a phase in which the flow rate from the front of the queue determines the average speed within the queue. Slow moving vehicles or people joining the rear of the queue are usually considered part of the queue. The internal queue dynamics can involve starts and stops. A faster-moving line of vehicles is often referred to as a moving queue or a platoon.
- 4) Data shall be reported in 15 minute intervals.
- 5) Turning movement count data shall include pedestrians.
- 6) Turning movement count data shall separate passenger vehicles, school buses and commercial vehicles. Turning Movement Counts shall include percentage of vehicle type as defined by FHWA.
- 7) An electronic copy of all of the count data shall be submitted in Excel format.
- 8) Manual count diagrams showing all vehicle movements entering the intersection and their direction in 15-minute intervals. The traffic shall be separated into passenger vehicles, school buses, pedestrians, and commercial vehicles.
- 9) The summary of the manual counts for all vehicle movements in 15 minute intervals which include the peak hour factor and a diagram of the sum of the traffic along with the turning movements and the queue lengths (ft).

15 Minute Counts with Demand Volumes included (Peak / Non-Peak Hour Counts) (\$/location)

- 1) 15 minute count sessions include up to 1 hour of counts per day per location during peak and / or non-peak hours.
- 2) 15 minute counts with demand volumes may be requested during morning, midday, evening, and/or weekend hours at intersections, median opens, and driveways.
- 3) The terminology “with demand volumes included” requires the Consultant to use procedures described in The Manual of Transportation Engineering Studies, 2<sup>nd</sup> Edition to determine arrival volumes. Arrival volumes shall be recorded when the demand exceeds the capacity and queues develop. Queues will develop when the intersection/driveway/median opening becomes saturated. Arrival volumes can be approximated by relating the departure count to the number of vehicles in the queue.

Speed Studies (\$/location)

- 1) The Consultant shall use 100 vehicles to calculate the 85<sup>th</sup> percentile, 50<sup>th</sup> percentile, and 10 mile per hour pace speed as determined by EDSM VI.1.1.1 (Warrants for the Establishment of Speed Zones).
- 2) A map indicating the existing speed limit, the study location, and a 85<sup>th</sup> / 50<sup>th</sup> percentile location identifier in pdf format.

- 3) A motor vehicle speed study tabulation form and a spot speed study cumulative frequency curve form showing the speed of the vehicles measured in pdf and Excel format. The spot speed study cumulative frequency curve form also should show the 85<sup>th</sup> and 50<sup>th</sup> percentile speeds along with the 10 mile per hour pace.

#### Warrant Analysis (\$/intersection)

- 1) The Consultant shall conduct a warrant analysis according to the currently adopted MUTCD (Manual on Uniform Traffic Control Devices).

#### Below is a list of possible traffic counts to be requested.

1. 7-Day, 24-Hour Volume Counts (Non-Interstate) (\$/approach)
2. 7-Day, 24-Hour Classification Counts (Non-Interstate) (\$/approach)
3. 7-Day, 24-Hour Volume Counts (Interstate) (4 lanes) (\$/location)
4. 7-Day, 24-Hour Classification Counts (Interstate) (4 lanes) (\$/location)
5. 7-Day, 24-Hour Volume Counts (Interstate) (6 lanes) (\$/location)
6. 7-Day, 24-Hour Classification Counts (Interstate) (6 lanes) (\$/location)
7. 24-Hour Volume Counts (\$/approach)
8. 24-Hour Classification Counts (\$/approach)
9. 48-Hour Volume Counts (\$/approach)
10. 48-Hour Classification Counts (\$/approach)
11. Turning Movement Counts (Peak Hours) (1 Technician) (\$/intersection)
12. Turning Movement Counts (Peak Hours) (2 Technicians) (\$/intersection)
13. Turning Movement Counts (Non-Peak Hours) (1 Technician) (\$/intersection)
14. Turning Movement Counts (Non-Peak Hours) (2 Technicians) (\$/intersection)
15. 15 Minute Counts (Peak/Non-Peak Hours) (\$/location)
16. Speed Studies (\$/location)
17. Warrant Analysis (\$/intersection)

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. Manual of Uniform Traffic Control Devices
2. EDSM VI.1.1.1 (Warrants for the Establishment of Speed Zones)(To be provided by DOTD)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

## COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on Cost per unit of work and non-negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

DESCRIPTION	COST
7-Day, 24-Hour Volume Counts (Non-Interstate) (\$/approach)	\$250
7-Day, 24-Hour Classification Counts (Non-Interstate) (\$/approach)	\$300
7-Day, 24-Hour Volume Counts (Interstate) (4 lanes) (\$/location)	\$600
7-Day, 24-Hour Classification Counts (Interstate) (4 lanes) (\$/location)	\$1000
7-Day, 24-Hour Volume Counts (Interstate) (6 lanes) (\$/location)	\$700
7-Day, 24-Hour Classification Counts (Interstate) (6 lanes) (\$/location)	\$1500
24-Hour Volume Counts (\$/approach)	\$100
24-Hour Classification Counts (\$/approach)	\$125
48-Hour Volume Counts (\$/approach)	\$125
48-Hour Classification Counts (\$/approach)	\$150
Turning Movement Counts (Peak Hours) (1 Technician) (\$/intersection)	\$400
Turning Movement Counts (Peak Hours) (2 Technicians) (\$/intersection)	\$550
Turning Movement Counts (Non-Peak Hours) (1 Technician) (\$/intersection)	\$300
Turning Movement Counts (Non-Peak Hours) (2 Technicians) (\$/intersection)	\$400
15 Minute Counts (Peak/Non Peak Hours) (\$/location)	\$100
Speed Studies (\$/location)	\$200
Warrant Analysis (\$/intersection)	\$200

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$600,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All direct expenses are included in the cost of the traffic counts.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

## CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the

TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. ~~At least one Principal of the firm shall be professionally competent in traffic counting and speed data collection with a minimum of ten years experience. At least one Principal of the Prime Consultant must be a Professional Engineer registered in the State of Louisiana.~~
2. ~~At least one Principal or a responsible member of the Prime Consultant or through the use of a Sub-Consultant must be a Professional Engineer registered in the State of Louisiana with five years experience in warrant analysis. At least one Principle or a responsible member of the Prime Consultant must be a Professional Civil Engineer registered in the State of Louisiana.~~
3. ~~The Prime Consultant must also employ on a full time basis, a responsible member with a minimum of ten years experience in traffic counting and speed data collection.~~

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; \*\*\*
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*Location will be based from Marksville, Louisiana.

\*\*The Traffic Analysis and Design (TR) performance rating will be used for this project.

\*\*\*A firm with a ratio of 5 or greater as per the Departments Firm Size Chart will receive a rating of 2.

#### Complexity level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

#### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Tanya Bankston – Project Manager
3. Jason Chapman
4. Peter Allain
5. Jody Colvin
6. Cristine Gowland

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this

advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400003370** and will be submitted **prior to 3:00 p.m. CST on Monday, December 17, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

## REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.